



Illinois Funeral Directors Association
215 S. Grand Avenue West
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www.ifda.org

FUNERAL PRE-PLANNING GUIDE
For

TO MY FAMILY:

It is my wish to spare you as much anxiety, inconvenience and unnecessary expense as possible. The instructions and information I have given in this book will make arrangements easier at the time of my death. I realize that circumstances at the time may prevent you from following all of my wishes exactly, but I am certain that you will still find my suggestions helpful.

When the need arises, present this booklet to our funeral director, who will assist you in completing the final arrangements.

Signature _____ Date _____

PERSONAL INFORMATION

Full Name _____ Social Security Number _____

Date of Birth _____ Place of Birth _____

Father's Name _____ Mother's Maiden Name _____

Education _____

Marriage: To _____ Date _____

Place _____

Places Lived _____

Employment _____

Civic, Fraternal and Other Involvement _____

If a Veteran, complete this information or attach copy of discharge:

Veteran of which war? _____

Service Number _____ VA Claim Number _____

Branch of service _____ Rank _____

Place of Enlistment _____ Date of Enlistment _____

Place of Discharge _____ Date of Discharge/Retirement _____

County in which my discharge is on file with Clerk or Registrar of Deeds _____

IMPORTANT PAPERS AND DOCUMENTS

<u>Document</u>	<u>Location</u>
Military Discharge	_____
Will	_____
Attorney	_____
Insurance Policies	_____

Mortgage	_____
Birth Certificate	_____
Bank Account(s)	(list name of depository and account number) _____

Stocks/Bonds	_____

Safe Deposit Box	_____
Cemetery Deed	_____
Other	_____

FUNERAL SERVICE DETAILS

When arranging for my funeral service, I would prefer the following:

Funeral Home _____

Services held at _____ Funeral Home or _____ Church.

Clergy _____

Music _____

Suggested names for pallbearers _____

Other special requests _____

I have a preneed funeral trust established with _____ Funeral Home.

I have a funeral insurance policy with _____ Insurance Company.

I have looked at caskets and would prefer _____

I have looked at burial vaults and would prefer _____

I have considered a marker or monument and would prefer _____

CEMETERY INFORMATION

Name of Cemetery _____ Location _____

I already own a cemetery lot: Lot _____ Block _____ Grave Number _____

OTHER CONCERNS OR WISHES

I would prefer to be cremated. Yes____ No____ Disposition of cremains? _____

Donation of organs or body? Describe. _____

Memorial(s) may be made to _____

Flowers _____

Other _____

PERSONS TO BE NOTIFIED IMMEDIATELY

Name	Relationship	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER INFORMATION YOU WISH TO PROVIDE

YOUR FUNERAL DIRECTOR

Your funeral director should be consulted by your family immediately at time of death. He or she is a professional, licensed by the State of Illinois. In order to obtain a state license as a funeral director, he or she had to meet the educational requirements of the Illinois Funeral Directors and Embalmers Licensing Code. His or her professional training and experience will be needed in order to carry out the service you have outlined in this Pre-Planning Guide.

The funeral director will be consulted as to the time and place of service. He or she can assist in having the grave opened, obtaining pallbearers and contacting clergy. He will arrange for newspaper notices to be published and can help in procuring certified copies of the death certificate. He is also qualified to advise you about the Veterans Burial Allowance and Social Security Benefits.

The funeral director will take care of the administrative work in the filing of the death certificate with the local Registrar and obtaining copies of it, if needed, as well as obtaining a burial permit. If transfer is to be made to another location for burial, he or she will arrange for transfer by auto, rail or air, and can advise your family as to the most economical and best means of transfer. Your funeral director will be able to aid you in selection of a casket and burial vault and can help in providing clothing if needed.

VETERAN'S BENEFITS:

Generally, an eligible veteran is entitled to:

1. Eligible veterans who die in a VA hospital with burial in a VA cemetery may receive:
 - a. Transportation charges from the VA facility to the funeral home
 - b. Transportation charges from the funeral home to the closest VA cemetery
 - c. Free grave, niche or cremains garden space in the cemetery
 - d. Charges for opening and closing of the grave
 - e. Grave box
 - f. Government headstone (marker)
 - g. United States flag
 - h. \$300 toward funeral expenses (subject to change without notice)
2. Veterans who die in a VA hospital with burial in a private cemetery may receive:
 - a. Transportation charges
 - b. Government headstone (marker)
 - c. United States flag
 - d. \$300 reimbursement toward the funeral expenses (subject to change)
 - e. \$300 reimbursement toward the cemetery expenses (subject to change)
3. Veterans who die in a non-VA facility with burial in a VA cemetery may receive:
 - a. Same as #1 above except the transportation charges and the \$300 allowance toward funeral expenses are excluded
4. Veterans who die in a non-VA facility with burial in a private cemetery may receive:
 - a. Government headstone (marker)
 - b. United States flag
5. When the veteran is currently receiving VA disability, he may receive:
 - a. \$300 reimbursement toward the funeral expenses
 - b. \$300 reimbursement toward the cemetery expenses
6. If the Veterans Administration determines that the cause of death was due to a service related injury or illness, he may receive:
 - a. Reimbursement up to \$2,000

How to Apply

You can apply by filling out VA Form 21-530, Application for Burial Allowance. You should attach proof of the veteran's military service (DD 214), the death certificate and copies of funeral and burial bills you have paid.

Further information of all benefits and eligibility requirements can be obtained on the internet at www.cem.va.gov, through your nearest Veterans Affairs office, your county Veterans Service Officer or your local funeral director.

SOCIAL SECURITY INFORMATION

To facilitate receiving Social Security Benefits as next of kin to the deceased, you will need the following when you contact your Social Security Office.

1. Marriage certificate
2. Children's birth certificates
3. Proof of widow's or widower's age if 60 or over.
4. Deceased's Social Security Number
5. Total wages paid on IRS W2 form or Schedule "SE" for preceding two years.
6. Proof of death (done for you by the Funeral Director—a death certificate is not required).

Social Security pays a lump sum death benefit of \$255 to a surviving spouse. If there is no surviving spouse, the benefit is not paid unless there are eligible MINOR children. It usually requires three months for a widow to start obtaining Social Security Benefits. Additional information is available on the internet at www.ssa.gov/pubs/deathbenefits.htm.